

CLERK I

Code No. 3-05-031
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: The work involves direct responsibility for the planning and supervising of the work of a clerical staff in a department or unit. In situations where this position does not function in an office supervisor capacity, the work will involve responsibility for dealing with complex systems, interpreting laws or technical regulations, and for making frequent new decisions, or for decisions which have broad ramifications and consequences. The employee reports directly to and works under the general supervision of a department head or an administrator. Direct supervision may be exercised over a clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Plans, assigns and reviews clerical work and instructs employees in the duties of specialized clerical work;

Performs the more difficult and complex clerical tasks;

Schedules work loads and coordinates work flow with that of other units;

Analyzes clerical procedures and suggests changes to increase efficiency; inaugurates approved changes;

Conducts correspondence on matters in which policies and procedures are well defined;

Responds to requests from other governmental agencies and from the public for information about department policies, procedures and pertinent laws;

Assists in the preparation of departmental reports;

Performs personnel functions and maintains personnel records;

Assists in the collection of budget data and the preparation of budget information;

Requisitions supplies and maintains inventory records;

Operates office equipment such as computer, copier and fax machine.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office practices, procedures, equipment and terminology; thorough knowledge of business arithmetic and English; ability to plan, assign and supervise the work of clerical assistants; ability to follow complex oral and written directions; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; ability to prepare correspondence and reports; ability to deal effectively with other employees and with the public; ability to operate a variety of office machines; good judgment in solving relatively complex clerical problems; initiative; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Four (4) years of paid full-time or its part-time or volunteer equivalent office clerical or secretarial experience; OR,
- (B) An Associate's degree in Secretarial Science, Office Technology or a closely related field, plus two (2) years of experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTES:

- Successful completion of one (1) year of college coursework (or 30 semester credit hours) from a New York State registered or regionally accredited college or university may be substituted for up to one (1) year of the required experience.
- Experience as a Teller, Cashier or Sales Clerk shall not be considered office clerical experience.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

REVISED: May 29, 1985
Reviewed: 2/4/87
REVISED: March 7, 2002
REVISED: January 3, 2008
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ADDITIONAL INFORMATION: Candidates for positions at the Monroe County Department of Aviation must meet the pre-employment requirements of Title 49 Code of Federal Regulations (CFR) Part 1542, prior to appointment.